

# Senior Planning Lawyer

## Job Description

<b>Directorate:</b>	Resources		
<b>Service:</b>	Legal Services		
<b>Location:</b>	County Hall, Preston		
<b>Salary range:</b>	£49,764- £53,887	<b>Grade:</b>	11
<b>Reports to:</b>	Principal Lawyer (Highways, Planning and Environment)	<b>Staff responsible for:</b>	Part of the Highways, Planning and Environment Team

### Job purpose and scope

As a Senior Planning Lawyer, you will play a pivotal role in providing expert legal advice on planning, highways, and environmental matters.

As the Senior Planning Lawyer, you will be accountable for the quality and professionalism of others, including your team. You will use expertise to support the delivery of highly complex and high-risk service problems.

As Senior Planning Lawyer you will manage and motivate a segment of the Highways, Planning, and Environment Team, fostering a collaborative and high-performing work environment.

Although the role will work within well-defined functional objectives, you will be expected to exercise a fair degree of professional discretion and responsibility in interpreting Council practice.

### Performance Indicators

- Quality of advice/service against legal, safety and best practice standards
- Achievement of relevant service targets
- Adherence to internal/external quality standards if applicable
- Adherence to policies and procedures
- Accuracy and timeliness of information recording and processing
- Customer and stakeholder feedback
- Leading Lancashire Framework

Leading Lancashire – Our Leadership Framework



# Leading Lancashire

## Our Leadership Framework

**Our Vision and Values** We are driven by a simple yet powerful vision – “Here at Lancashire County Council, we are helping to make Lancashire the best place to live, work, visit, and prosper.”

This vision is at the centre of everything we do. Embedded in our identity are our values: *Supportive, Innovative, Respectful, and Collaborative*, our guiding principles that enable everyone to thrive.



### Four Spheres of Leadership

The Leading Lancashire framework is a dynamic approach, encapsulating four key spheres:

**Responsibilities, Capabilities, Behaviours, and Results.**

These spheres form the bedrock of our leadership ethos, providing clarity and direction for all leaders. Responsibilities guide our actions, Capabilities cultivate our potential, Behaviours shape our interactions, and Results measure our impact. Together, these spheres ensure leaders deliver their best for themselves, their teams, LCC, and the people of Lancashire.



### The Lancashire Mindset

Woven through the Leading Lancashire framework we introduce The Lancashire Mindset; Growth, Ownership, Optimism and Positive Impact. Adopting this mindset across the entire organisation not only brings our values to life but also emphasises the collective commitment to delivering the best for the people of Lancashire.

The Lancashire Mindset not only shapes our approach to leadership but also serves as a guiding force for a culture rooted in growth, ownership, optimism, and the commitment to making a meaningful positive impact.



### Levels of Leadership

The Leading Lancashire framework provides an opportunity to define and clarify the focus and purpose of the various leadership levels within the organisation.

**VISIONARY** (Long-Term Direction):

**Level 1 & 2 Leadership – Executive Directors and Directors**  
Senior leaders at this level, are Visionary Leaders. They have the privilege of shaping the long-term vision for the organisation, providing strategic and visionary direction that will guide the future success of Lancashire County Council.

**SHAPING** (Medium to Long-Term Strategy):

**Level 3 Leadership – Heads of Service**  
Heads of Service at this level are Shaping Leaders. They are empowered to shape strategies with a broad mid to long-term view, setting clear strategic initiatives that provide direction to the management population, contributing to the organisation’s success in the medium to long term.

**OPERATIONAL** (Short-Term to Immediate Effectiveness):

**Level 4 Leadership – Management Roles**  
Leaders at this level, found in various management roles, are Operational Leaders. They focus on immediate operational effectiveness, ensuring their teams deliver in the short term, meeting objectives and driving success on a daily-to-monthly basis.

These refined terms more explicitly convey the visionary, shaping, and operational aspects of leadership at each level within the Leading Lancashire framework.

## Accountabilities/Responsibilities

- To have conduct of a caseload of predominantly planning matters including but not restricted to s106 agreements, enforcement matters, s38, s278, public rights of way and other planning and licence/consent matters.
- To provide legal advice to a range of council stakeholders, including but not limited to Council members, officers, and Council owned companies.
- Reviewing and drafting Committee reports and attending and advising at Development Control Committee.
- To be involved in, and advise on, Planning Appeals, Judicial Reviews, Public Inquiries and to attend and advise at meetings both internal and external, as required, including the instruction and management of external legal advice.

- Act as a technical/professional reference, monitoring and providing guidance on the most complex policy decisions/cases/projects within a focused area, which will have a perceptible impact on the team's profile, reputation, or service level.
- Work collaboratively with other Senior Lawyers, Principal Lawyers and the Head of Legal to ensure a supportive, innovative, respectful, collaborative and ethical culture.
- Produce recommendations for service planning, budgets and workforce planning.
- Build partnerships/networks both internally and externally to shape and improve service delivery.
- Develop, manage and motivate a team which aspires to high standards of work and behaviour.
- To work proactively and perform responsibilities to a high standard in accordance with all applicable statutory and regulatory standards, Authority policies and procedures and as directed.
- To work as effectively as possible responding to customer needs and to proactively participate as a team member within the Highways, Planning and Environment Team.
- Such other duties and responsibilities of a similar grade and nature as may be required.

### Other

- **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

- **Health and safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

- **Customer Focused**

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

- **Safeguarding Commitment**

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

- **Skills Pledge**

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and numeracy if they do not have one already.

## Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**  
We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.
- **Innovative**  
We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.
- **Respectful**  
We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.
- **Collaborative**  
We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

# Senior Planning Lawyer



## Person Specification

All the following requirements are essential unless otherwise indicated by \*

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

### Qualifications

- Honours Degree level qualification or equivalent experience
- Relevant professional qualification or equivalent
- Admitted Solicitor, Barrister, Chartered Legal Executive or equivalent with current practising certificate

### Experience

- Significant professional experience within Legal Services
- A demonstrative record of delivering high quality services against challenging objectives and resources.
- Engaging, guiding and influencing senior managers within the area of responsibility.
- Experience of leading, inspiring and motivating teams to drive services forward, achieving high quality delivery within reducing resources.
- Experience of working across services outside of the area of responsibility to ensure delivery of corporate objectives.
- Substantial experience of providing legal advice in relation to high value complex claims.
- Multi-agency working and the ability to influence/persuade partnership working with authoritative, credible and decisive input to support the key operational service.
- Financial understanding of budgets and working to income targets. Proactively identify relevant trends that may impact on delivery.

### Essential knowledge, skills & abilities

- Authoritative knowledge and understanding of the principles of legislation, regulations, procedures and rules.
- A working knowledge of some associated areas of law such as highways, social care, personal injury, data protection, with a willingness to develop that knowledge as required to support the wider team.
- An ability to monitor and providing guidance on decisions/cases within a focused area, which will have a perceptible impact on the team's profile, reputation or service level
- Comprehensive understanding of the activities and objectives of the Council, both current and future.
- Ability to successfully influence key decision makers at senior levels, both internal and external to the Council.
- Successful financial management including prioritisation within decreasing resources.
- Ability to lead, develop, manage and motivate services/teams in a challenging and changing environment which aspires to high standards of work and behaviour, providing ongoing coaching, training and supervision as appropriate
- Ability to quickly build credibility with senior managers and stakeholders.
- A proven record of providing credible and decisive direction to influence and shape strategic decisions and operational delivery.
- Multi-agency working and the ability to influence/persuade partnership working with authoritative, credible and decisive input to support the key operational service.
- The ability to operate in a pro-active lead role, cutting across the operational delivery span of the organisation to deliver joint working initiatives and improved delivery of services.
- Ability to effectively manage and control the provision of external legal advice, interpret and effectively communicate the advice to executive directors, directors and service managers.
- Ability to scan horizon and understand implications of broader local government trends for the service.
- Identifying and reporting areas and claims giving rise to risk.

### Other essential requirements

- Commitment to equality and diversity.
- Commitment to health and safety.
- Display the LCC values and behaviours at all times and actively promote them in others.
- This is an essential car user post  
*You will be required to provide a car for use in connection with the duties of this post and must be insured for business use. In certain circumstances consideration may be given to applicants who, as a consequence of a disability, are unable to drive*